

PSM Compliance Certificate 2011

Electronic Operating Manual (EOM) Compliance

I Tery Lizarraga Business Manager for Distillation and Reforming certify the Electronic Operating Manual for Distillation and Reforming is current and accurate as defined by 29CFR 1910. Detailed carry-over items are listed at the end of this document and are not included in the certification.


ABU Manager Signature

11/16/2011
Date

Certification Year Ending	Dec. 15, 2011				
Electronic Operating Manual Content	Annual ¹ Certification Required for PSM	MOC Updates Procedure	EMMS ² Review Frequency	Verification Pre and Post Training	Field ³ Verification Pre and Post Use Review
Volume 1 – PROCESS & EQUIPMENT DESCRIPTION					
▪ Introduction	✓	Yes	Triennial		
▪ Process Information	✓	Yes	Triennial		
▪ Safety Information	✓	Yes	Triennial		
▪ Environmental	✓	Yes	Triennial		
▪ Normal Operations	✓	Yes	Triennial		
▪ Equipment Description	✓	Yes	Triennial		
▪ Utilities	✓	Yes	Triennial		
CONSEQUENCE OF DEVIATION (COD) for Richmond Refinery includes system controls, operating limits, and troubleshooting.	✓	Yes	Triennial		
Volume II:- NORMAL PROCEDURES:					
2000 - Startup Procedures	✓	Yes	Pre-Use		Yes
3000 - Shutdown Procedures	✓	Yes	Pre-Use		Yes
4000 - Equipment Related Procedures	✓	Yes	Triennial		Yes
5000 - System Procedures.	✓	Yes	Triennial		Yes
9000 - TEMPORARY PROCEDURES					
8000 - Routine Duties	✓	Yes	Triennial		
6000/7000 - Alarm Test/Response	✓	Yes	Triennial		Yes

¹ Per PSM requirements, the business unit needs to certify these procedures as current and accurate annually.

² Electronic Manual Management System Database (EMMS) contains all maintenance and operating procedures requiring regular review.

³ Field Verification captures comments on procedure clarity and accuracy after use. These are forwarded to the document owner to be included in the next update (minor changes) or to be done immediately (critical updates). Field verifications are required after use if concerns have been raised about the clarity or accuracy of the procedure.

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CHECKLISTS (Any series)	✓	Yes	Triennial		
Volume III: - EMERGENCY PROCEDURES:					
▪ 100 - Emergency Shutdown.	✓	Yes	Post-use and Triennial		Yes
▪ 200 - Loss of Utilities	✓	Yes	Post-use and Triennial		Yes
▪ 300 - Loss of Critical Systems and Components	✓	Yes	Post-use and Triennial		Yes
▪ 400 - Unusual Occurrences.	✓	Yes	Post-use and Triennial		Yes
Emergency Procedure orange binders are available in control rooms containing current emergency procedures.	✓	Yes	Triennial		Yes
Volume IV: - TRAINING GUIDE:					
Common Job Tasks					
Operator Job Break In					
▪ Lesson Plans				5 years	
▪ Job aids	✓	Yes	Triennial		Yes
▪ Instructor Qualifier Guides				5 years	
▪ Break In Checklist				5 years	
▪ Situationals				5 years	
▪ Solo Oral and Written Tests				5 years	
▪ Panel Oral and Written Tests				5 years	

****Detailed Carry-Over Items on next page****

EMMS - Status

Wednesday, November 02, 2011

ABU	Plant	Document Type	Total Documents for Reviewer	Reviewer Completed	Outstanding	Total Documents for Trainer	Trainer Completed	Outstanding	Total Archive
D&R									
	4Crude	Emergency	7	7	0				1
	4Crude	Job Aid	12	12	0				2
	4Crude	Normal Procedure	19	19	0				
	4Crude	Process Description	1	1	0				
	4Rheniformer	Emergency	12	12	0	2	2	0	
	4Rheniformer	Normal Procedure	29	29	0	4	4	0	
	5H2S	Emergency	15	15	0				
	5H2S	Job Aid	5	5	0				
	5H2S	Normal Procedure	35	35	0				
	5-NHT	COD Tables	1	1	0				
	5-NHT	Emergency	12	12	0	2	2	0	
	5-NHT	Normal Procedure	32	32	0	4	4	0	
	5Rheniformer	COD Tables	1	1	0				
	5Rheniformer	Emergency	11	11	0	1	1	0	
	5Rheniformer	Normal Procedure	27	27	0	10	10	0	
	Caustic Scrubber	Emergency	6	6	0	6	6	0	
	Caustic Scrubber	Normal Procedure	10	10	0				
	Debru	Emergency	1	1	0				
	DEBRU	Job Aid	5	5	0				
	Debru	Normal Procedure	7	7	0				
	DHT	Emergency	19	19	0				1
	DHT	Job Aid	8	8	0				
	DHT	Normal Procedure	57	57	0				
	GHT	Alarms	6	6	0				
	GHT	Emergency	14	14	0				
	GHT	Job Aid	3	3	0				

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Wednesday, November 02, 2011

ABU	Plant	Document Type	Total Documents for Reviewer	Reviewer Completed	Outstanding	Total Documents for Trainer	Trainer Completed	Outstanding	Total Archive
	GHT	Normal Procedure	19	19	0				
	JHT	COD Tables	1	1	0				
	JHT	Emergency	1	1	0				
	JHT	Normal Procedure	40	39	0	4	4	0	1
	K-3950 Relief	Emergency	1	1	0				
	K-3950 Relief	Normal Procedure	14	14	0				
	K-900	Emergency	1	1	0				
	K-900	Normal Procedure	22	22	0	1	1	0	
	Naphtha Splitter	Emergency	8	8	0	4	4	0	
	Naphtha Splitter	Normal Procedure	4	4	0				
	Penhex	Emergency	17	17	0				
	Penhex	Normal Procedure	37	37	0	3	3	0	1
	Reformat Splitter	Emergency	11	11	0	4	4	0	
	Reformat Splitter	Normal Procedure	10	10	0				
	Utilities	Emergency	2	2	0				
	Utilities	Job Aid	1	1	0				
	Utilities	Normal Procedure	10	10	0				
			554	554	0	45	45	0	6
	ABU		Reviewer Completion 100.00%			Trainer Completion 100.00%			
	Grand		554	554	0	45	45	0	

Reviewer Completion Percent: 100.00%

Trainer Completion 100.00%